

# ROUTING AND TRANSMITTAL SLIP

3/26/85

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TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. SAFETY DIVISION/OMS			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

## REMARKS

#1 - FOR ACTION

(PREPARE RESPONSE FOR THE DCI'S SIGNATURE)

Suspense: 3 MAY 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

STAT	Room No.—Bldg.
STAT	Phone No.
STAT	EO/DDA 7D18 HQS

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.306

★ GPO : 1983 O - 381-529 (301)

# EXECUTIVE SECRETARIAT ROUTING SLIP

TO:

	ACTION	INFO	DATE	INITIAL
1	DCI			
2	DDCI			
3	EXDIR			
4	D/ICS			
5	DDI			
6	DDA			
7	DDO			
8	DDS&T			
9	Chm/NIC			
10	GC			
11	IG			
12	Compt			
13	D/Pers			
14	D/OLL			
15	D/PAO			
16	SA/IA			
17	AO/DCI			
18	C/IPD/OIS			
19	NIO			
20				
21				
22				

SUSPENSE

Date

Remarks

3637 (10-8)

Executive Secretary  
26 Mar 85  
Date

DDA SUBJECT FILE COPY  
5-10871

THE UNDER SECRETARY OF LABOR  
WASHINGTON, D. C.  
20210

MAR 22 1985

Executive Registry

85- 1311

DD/A Registry

85-1081



Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Casey:

The ~~submission~~ of an agency's annual report for 1984 on their occupational safety and health program is required by Section 19 of the Occupational Safety and Health Act of 1970, Executive Order 12196, and 29 CFR Part 1960.74.

Guidelines specifying the information to be used in your Fiscal Year (FY) 1984 annual report are enclosed. The same guidelines should also be used in preparing your report for FY 1985. The reporting requirements, changed by Federal Register Notice on January 25, 1984, state that the agencies' annual reports will be sent to the Secretary of Labor by January 1 following the end of the fiscal year. However, to adjust from the calendar year to fiscal year reporting, the deadline for the FY 1984 report is extended to May 3, 1985.

The information provided will serve as the basis for the preparation of a report to the President on Federal safety and health programs. It will also provide us with information that may prove helpful in determining the progress and problems that Federal agencies encounter in implementing their occupational safety and health programs.

If additional information or assistance is desired in completing your annual report, please have a member of your staff contact Mr. John E. Plummer, Director, Office of Federal Agency Programs, Occupational Safety and Health Administration, at 523-9329.

Sincerely,

A handwritten signature in cursive script, reading "Ford B. Ford", is written over a horizontal line.

Ford B. Ford

Enclosures



THE UNDER SECRETARY OF LABOR  
WASHINGTON, D. C.  
20210

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Sincerely,

Ford B. Ford

Enclosures

ENCLOSURE 1

Guidelines for Agency Annual  
Occupational Safety and Health Program Report

FISCAL YEAR 1984

Name of Agency

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Number of employees  
covered by this  
report

\_\_\_\_\_

Name of individual responsible  
for the occupational safety and  
health program of the agency or  
component covered by this report

\_\_\_\_\_

Telephone number of this individual

\_\_\_\_\_

Title of this individual

\_\_\_\_\_

Each agency shall:

1. (a) Use agency injury/illness data to display the annual statistics for fatalities and lost time disabilities for the report year and, if possible, compare these fatalities and disabilities with similar statistics for the previous three (3) year period.\* Data based on agency claims submitted to Office of Workers' Compensation Programs (OWCP) is preferred, but internal accident or incident reporting data Federal Accident Reporting System (FARS) is acceptable, if OWCP data is not available to the agency. The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.
- (b) Use agency data to display the most recent OWCP chargeback and continuation of pay costs and, if possible, compare these costs with similar statistics for the previous three (3) year period.\* The data should be displayed in charts or tables so that changes can be easily seen or demonstrated.
- (c) Use agency accident or incident reporting system or supplemental reports to the Occupational Safety and Health Administration (OSHA) logs or the OWCP reports for details which will help explain any significant trends and major causes or sources of fatalities and lost time disabilities which occurred last year(s).
2. Describe safety and occupational health program accomplishments and initiatives implemented last year to control the trends and major causes, or sources of fatalities, and lost time disabilities in your agency and to improve your agency's overall safety and occupational health programs. Discuss your successes and/or failures as a result of your agency's implementation of these initiatives. Explain any significant onetime or additional permanent resources allocated to the safety and occupational health program last year for areas such as: workplace hazard abatement, research and development, data systems, staffing, training, etc. Attach a copy of any significant safety and occupational health policy, or proclamation related to those initiatives.

In describing your accomplishments and initiatives, please try to explain your agency's efforts in the following areas:

- Accomplishments for assuring that workers, supervisors, and committee members received appropriate job health and safety awareness and hazard recognition information and training.
- Accomplishments for assessing the effectiveness of your safety and occupational health programs.

\* For the 1984 Annual Report only, this will be a two year period, Calendar Year (CY) 1983 and FY 1984. Enclosure 2, Sections II and III provide the OWCP data necessary to make the required comparisons.

- Accomplishments in the identification, assessment and resolution of safety and health problems, including your agency's system of (a) providing recognition to outstanding achievers and (b) establishing accountability and performance standards for managers, supervisors and employees.
  - Unique or significant accomplishments that your agency made last year to enhance employee participation, involvement and consultation in the safety and occupational health program (OSH).
3. Identify your annual occupational safety and health plans, goals and objectives, and significant OSH initiatives planned and programmed for the coming year(s).
  4. Provide comments, requests and recommendations for consideration by OSHA's Office of Federal Agency Programs (OFAP) in governmentwide occupational safety and health programs or report any items of special interest concerning occupational safety and health activities, or programs. (Optional)

It is suggested that the report be in executive summary format and be limited to ten pages exclusive of attachments.

## ENCLOSURE 2

## SPECIAL STATISTICAL GUIDELINES FOR FY 1984

I. First, the Occupational Safety and Health Administration (OSHA) suggests that you review the following report on your agency's response to the President's fiscal year (FY) 1984 goal for a 3% reduction in workers' compensation claims:

## REPORT ON THE PRESIDENT'S 3% WORKERS' COMPENSATION CLAIM REDUCTION GOAL - FY 1984

## CENTRAL INTELLIGENCE AGENCY TOTALS

Fiscal 1984 -->	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
OWCP Table #2 Report - ->	2	9	5	8	3	24	4	16	6	10	8	7
Total Claims To Date - ->	2	11	16	24	27	51	55	71	77	87	95	102
3% Goal To Date - - ->	11	23	34	45	57	68	79	91	102	113	125	136
Meets Goal? Yes/No - - ->	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Percent Over/Under Goal->	-82.4%	-51.5%	-52.9%	-47.1%	-52.4%	-25.0%	-30.7%	-21.7%	-24.5%	-23.2%	-23.8%	-25.0%
OWCP's FY 1984 Annualized Summary Total-												102
Number Claims Over/Under Cumulative Monthly Total-												0
Final Fiscal Year Goal Status -										MEETS GOAL?		YES
Percent Over/Under Annual Goal - - -											UNDER	-25.0%
Percent Over/Under CY 1982 Base of 140 Claims Reported -											UNDER	-27.1%
FY 1985 Goal = 0.94 X CY 1982 Base Year Claims =												132

Data Source: Office of Workers' Compensation Programs, Department of Labor  
 Prepared By: Occupational Safety and Health Administration (OSHA) - February 15, 1985

NOTE: Slight differences between agency monthly OWCP Table #2 data and data shown may be due to a difference in computer run dates for the agency's and OSHA's data.

II. Second, OSHA suggests that you use the following OWCP case data, to calculate case rates for calendar year (CY) 1983:

$$\text{Total Case Rate} = \frac{(106)\text{Cases} \times (200,000)\text{Hours}}{100 \text{ Employees } ( \quad ) \text{Hours Worked}} = \underline{\hspace{2cm}}$$

$$\text{Lost Time Case Rate} = \frac{(73)\text{Cases} \times (200,000)\text{Hours}}{100 \text{ Employees } ( \quad ) \text{Hours Worked}} = \underline{\hspace{2cm}}$$

$$\text{Fatal Cases} = 0$$

III. Third, OSHA suggests that you use the following OWCP case data, to calculate case rates for fiscal year (FY) 1984:

$$\text{Total Case Rate} = \frac{(102)\text{Cases} \times (200,000)\text{Hours}}{100 \text{ Employees } ( \quad ) \text{Hours Worked}} = \underline{\hspace{2cm}}$$

$$\text{Lost Time Case Rate} = \frac{(87)\text{Cases} \times (200,000)\text{Hours}}{100 \text{ Employees } ( \quad ) \text{Hours Worked}} = \underline{\hspace{2cm}}$$

$$\text{Fatal Cases} = 0$$

IV. Fourth, OSHA does not expect you to report case rates, number of employees, or hours worked in your annual report.

1 The CY 1983 case data was supplied by OWCP in a report to OSHA in February 1984. The FY 1984 case data was supplied by OWCP in an annualized Table #2 Summary published October 9, 1984.